

1811 -PARKING FACILITIES SUPERVISOR

NATURE OF WORK

Responsible supervisory work in the schedule employees for daily, weekly and special events (e.g., Boat Shows, Home Show, Summit, Art Miami, concerts, etc.).

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Supervises employees for attendant parking facilities.

Collects, balances and makes bank deposits.

Checks calendar on a weekly basis for upcoming events.

Gathers and banks tickets for assigned parking lots.

Balances monies from employees.

Completes necessary forms with and for employees.

Issues/receives keys to/from meter technicians.

Reports any dangers and damages of City parking facilities.

Hires and fires employees.

Deal with customer and employee complaints. **Prepares and maintains records and reports.**

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Ability to effectively supervise employees.

Ability to evaluate performance of employees, equipment, and operations.

Ability to establish and maintain effective working relations with employees, other agencies, and the public.

MINIMUM REQUIREMENTS

One (1) year full - time supervisory experience including employee scheduling, cashiering, and working with customers.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. Significant standing, walking, moving, climbing, carrying, and bending.

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SUPERVISION RECEIVED

General and specific assignments are received and work is performed with wide latitude for the use of independent judgment in the selection of work methods and procedures, and is subject to review for compliance with departmental objectives and standards.

SUPERVISION EXERCISED

Plans, assigns, and supervises the work of parking attendant employees.

Rev. 4/96 (minimum req.)